

The standard Children's Treatment Services contract specifically lists provider (contractor) requirements for providing the Children's Service Worker with written reports and notification.

The following information is taken directly from Section 3 of the scope of work of the contract. The paragraph numbers (3.1, 3.1.1, 3.3, etc.) are the reference numbers of the contract document.

### **Deliverables and Reportables**

For each client authorized for services, the contractor must submit written reports, as specified herein, to the client's Children's Service Worker at the state agency's local office. The contractor shall submit the following reports:

1. The contractor must submit an initial report within 30 days after service is initiated, which shall include, at a minimum, the following information. The initial report shall be required for all services except all levels of evaluation and diagnosis. The contractor should use the report form included herein this attachment, Initial Progress Report, to provide the required information. (See page 3 of this attachment for a copy of this report.)
  - An explanation of any diagnostic or assessment procedure used at the inception of service delivery, identification of any test(s) administered and the results of any such test(s) or procedure(s), and any specific problems identified.
  - A summary of the proposed treatment plan including any specific tasks or objectives the client is expected to attain or accomplish and the expected achievement date.
2. The contractor shall submit subsequent reports within seven (7) days prior to the authorization end date or at no more than 60 day intervals during the authorization period. Such subsequent reports shall include, at a minimum, the following information:
  - A summary of the client's progress since the last report; and
  - Any change to the treatment plan or expected achievement date specified in the initial report.

The contractor shall notify the client's Children's Service Worker at the state agency's local office, within one week of occurrence, of any of the following which apply for each client:

- Broken appointments;

- Identification of additional services needed by a client for which the contractor is unable to provide or services requiring additional authorization by the state agency for the contractor; and
- Changes in the family situation of the client, including major illness, injury, death or pregnancy of any family member, or other significant event creating stress in the family.

The contractor shall not make changes in the treatment plan including goals, objectives, and specific individual tasks without prior consultation with and concurrence of the state agency.

See page 3, of this attachment, for the initial progress report, identified in the above section. As the contract states, the provider "should" use the form; its use is not mandatory. However, the information contained in the form is required to be presented to the Children's Service Worker in written form.

MEMORANDA HISTORY:

TITLE: CHILD WELFARE MANUAL  
SECTION 3: DELIVERY OF SERVICES/INTACT FAMILIES  
CHAPTER 5: WORKING WITH CONTRACTED TREATMENT PROVIDERS  
ATTACHMENT C: CTS PROVIDER REQUIREMENTS  
EFFECTIVE DATE:  
PAGE: 3

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INITIAL PROGRESS REPORT\*

Children's Treatment Services  
Children's Division

TO: \_\_\_\_\_  
CD Worker County

FROM: \_\_\_\_\_  
Reporter Contractor Date of Report

RE: \_\_\_\_\_  
Client Authorization Dates of Service  
Period

1. Please explain each diagnostic/assessment procedure(s) used at the inception of service delivery; and all specific problem areas identified.
2. Outline the treatment plan for this client. Indicate the expected date of achievement \_\_\_\_\_.
3. Summarize any written or verbal contracts/agreements established with the client.
4. Summarize specific tasks/objectives that the client is expected to accomplish.

\* Must be submitted within 30 days after service is initiated.